

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 01/28/2013)

Comparison – Recruitment, Relocation, and Retention Incentives

	AMOUNT	ELIGIBILITY	PAYMENT	CRITERIA	SERVICE AGREEMENT
RECRUITMENT INCENTIVE	<p>Up to 25 percent of base pay for individuals or up to 10 percent of base pay for groups.</p> <p>Higher percentages must be approved by OPM.</p>	<p>Newly appointed (in receipt of a written offer of employment) in the GS, GM, SES, SL, ST, or EX pay plans or covered under a prevailing or negotiated rate (BB, BL, XE, WG, WL and WS).</p> <p>Individual must possess knowledge, skills, abilities, and/or education that are difficult to find within the Federal service, AND be highly qualified for the position being filled.</p>	<p>Options:</p> <ul style="list-style-type: none"> - Lump-sum payment at the start of the service period. - Installments throughout the service period. - Lump-sum payment at the end of the service period. - Combination of all of these payment methods. 	<p>Must prove recruiting difficulties will occur in the absence of the bonus.</p> <p>Must consider the following:</p> <ul style="list-style-type: none"> - Difficulty in recruiting candidates. - Success of recent efforts to recruit candidates for similar positions. - Non-Federal salaries for similar positions. - Recent turnover. - Labor market factors. - Special skills/qualifications. - Available hiring flexibilities. - Work environment or geographic location, etc. 	<p>Required</p> <p>Service length will not be less than 6 months or more than 4 years.</p>

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	AMOUNT	ELIGIBILITY	PAYMENT	CRITERIA	SERVICE AGREEMENT
RELOCATION INCENTIVES	Same as shown under recruitment.	Current Federal employee moving to a position in a different geographic area AND the position (or group of positions) is/are otherwise difficult to fill.	Options: Same as shown under recruitment.	Same as shown under recruitment. The incentive will not be paid until the individual has established a residence in the new commuting area.	Required Service length will be not less than 6 months but no more than 4 years.
RETENTION INCENTIVES	Same as shown under recruitment.	Current agency employee in GS, GM, SES, SL, ST, or EX pay plans or covered under a prevailing or negotiated rate (BB, BL, XE, WG, WL and WS) who is likely to leave Federal service AND who possesses unusually high or unique qualifications AND Reclamation has a special need for his/her services that makes it essential to retain the employee.	Will be paid in biweekly installments.	<ul style="list-style-type: none"> - Must possess unusually high or unique qualifications. - Reclamation has a special need to retain the person. - Position is difficult to fill with quality candidates who possess the competencies needed. - Employee is likely to leave Federal Service . 	Not required Must sign a statement of understanding instead.